

TEDRS – OPI Online Reporting

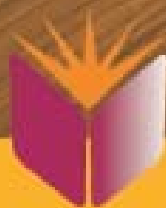
Traffic Education Data and Reporting System

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Program Specialist



opi.mt.gov

Why Online Student Lists?





Welcome to TEDRS!

Use TEDRS to submit these forms and reports online:

- **TE01 Annual District Application** - Due August 1 or before TE program begins.
- **TE03 Certification & TE04 Student Lists** - Submit to the OPI when class completes.
- **TE06 Year-End Report** - Due before July 10 for reimbursement in August.

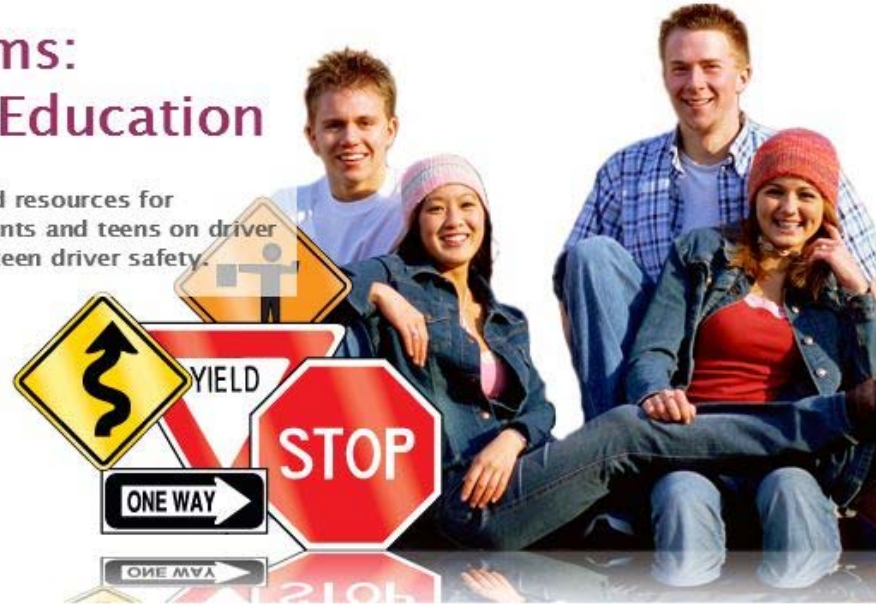
Getting Access to TEDRS

<http://opi.mt.gov/Programs/DriverEd/>

To log on to TEDRS, click this button on the Traffic Education page on the OPI's website.

Programs: Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.



Traffic Education Data & Reporting System (TEDRS)





<http://opi.mt.gov/Programs/DriverEd/>

[Home](#) » [Programs](#) » [DriverEd](#) » Traffic Education

Welcome to ...

School Program Schedule

☐ Montana GDL

☐ Montana Teen Driver Curriculum

Adapted Illustrated Driver Manual

Parent and Teen Information

Research and Resources

Traffic Education Forms

Traffic Education Reports

Traffic Education Teachers/CDTP

MTEA

☐ Montana D.R.I.V.E Advanced Driver Education

RELATED LINKS

[School Crossing Guards](#)

[TE Curriculum](#)

Programs: Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.



OPI Traffic Education Data and Reporting System (TEDRS)

Select a District:

Great Falls H S

Programs:

Semester	Start Date	Completion Date	Approved	CDTP	
Summer	7/8/2013	8/25/2013	Yes	Yes	Instructors
Summer	5/13/2013	6/30/2013	Yes	Yes	Instructors
Second	3/18/2013	5/28/2013	Yes	Yes	Instructors
Second	1/22/2013	4/21/2013	Yes	Yes	Instructors
First	9/17/2012	12/22/2012	Yes	Yes	Instructors
Summer	7/6/2012	8/14/2012	Yes	Yes	Instructors
Summer	5/14/2012	6/30/2012	Yes	Yes	Instructors
Second	1/23/2012	4/24/2012	Yes	Yes	Instructors
First	9/16/2011	12/19/2011	Yes	Yes	Instructors
Summer	7/2/2011	8/10/2011	Yes	Yes	Instructors

Instructors:

Name	CDTP	TE Certificate Expiration
CLANIN, CLAYTON DOUGLAS	Yes	2017
DAVIS, MICK J	Yes	2016
DIETZ, F. MICHAEL	Yes	2014
Dougherty, Pamela E	Yes	2016
EKERT, DONALD T	Yes	2013
MILLS, THOMAS H	Yes	2013
Olson, Jerry A	Yes	2013
SENGER, DERIK M	Yes	2013
STEWART, JOHN FLOYD	Yes	2014
TAFT, DAVID E	Yes	2014

CDTP: The Cooperative Driver Testing Program (CDTP) authorizes CDTP certified traffic education teachers to administer the Department of Justice knowledge and road tests and directly issue Traffic Education Learner Licenses. Students in driver education programs that are not involved with the CDTP must go to their local driver licensing office to apply for a permit and to take the knowledge and road tests that apply to the permit and driver license.

A Montana teacher license and traffic education approval expires on June 30 of the year indicated and the instructor may not legally teach beyond September 30 without renewal.

This is what the public sees ...



Username and Passwords for TEDRS



OPI Traffic Education Data and Reporting System (TEDRS)

Passwords expire after 60 days.

Log In

User Name:

Password:

[Log In](#)

[New User?](#)

[Forgot password?](#)

[Login Instructions](#)

USER NAME: TEDRS users need a user name and password to enter Traffic Education forms and reports.

Send an e-mail to Patti Borneman at pborneman@mt.gov to set up the TE account. Include name, email address, phone number, and school district.

PASSWORD: Click on "[Forgot Password?](#)" to establish a password for the first time or if forgotten or expired. Go to the log In screen and enter username and email, and a temporary password will be emailed to the user.

Go to Administration/Change Password to change the temporary password to one that is easy to remember. The temporary password shown above is an example of the OPI password emailed to users. For best results, copy and paste, rather than attempting to type this password.

TE01 District Application in TEDRS

TE01 Annual District Application - Due before August 1 or before program begins.
TE programs MUST be approved before the first class starts.

Move through each of these tabs and complete each screen.

Instructor	Program	Vehicles	Organization	Confirmation	Approval
------------	---------	----------	--------------	--------------	----------

16. Enter the start and completion dates for each program you conduct (must be scheduled so each student receives instruction on at least 2

Program Dates: [Add A New Program Date](#)

Semester	Start Date	Completion Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	Update	Cancel Delete

From Previous Year's Application:

Semester	Start Date	Completion Date
Second	02/22/2011	05/15/2011

17. Indicate when the following will be taught:

	Before School	During School	After School	Summer
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behind-the-Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Indicate the number of hours of instruction given each student for each of the following (must total 60 hours, 6 of which must be BTW)

Classroom: Observation: Behind-the-Wheel: Simulation: Other:

19. DAYS indicate the number of days of instruction each student will receive

20. Indicate approximate 9th grade population:

21. How many students do you expect to enroll over application period?:

[Save Application](#) [Cancel](#)

[Print Application](#)

**Make sure the TE01 application is confirmed,
so the OPI can approve it.**

District Application

School Year: 2011 District: Drummond H S

Instructor

Program

Vehicles

Organization

Confirmation

Approval

STEP 1: Enter Name, E-mail and Phone. Save and Check Comments before you Submit.

District Administrative Official's Name: District Clerk Name

E-mail: DistrictClerkdhs@blackfoot.net Phone #: (406) 662 - 5555 Date Confirmed: 4/8/2011

STEP 2: After you have checked the confirm box, you will not be able to change anything on the TE01 District Application. (406) 444-4432 if updates or changes are needed.

I CERTIFY that the school district Traffic Education Program for young novice drivers will be established and maintained in Public Instruction; rules 10.13.301-33. ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic b enroll.

☒ I confirm that this District Application is complete and accurate.


Submit Application

Save Application

Cancel

Print Application

The TE01 District Application must be approved before you can enter TE03/TE04 Student Lists



Return to:
Traffic Education Programs
Office of Public Instruction
Denise Juneau, Superintendent
P.O. Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

**TE01 Application for Approval
Traffic Education Program for Young Novice Drivers
For 2014-15 School Year
Including 2015 Summer Program**

District Superintendent's Name: George Linthicum
District Name: Arlee H S
Mailing Address: 72220 Fyant Street
City: Arlee Zip: 59821

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to the OPI. Keep a copy for your records.

ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.13.308 ARM) and to legally put student drivers behind-the-wheel (61-5-105-106 MCA). Questions? Call (888) 231-9393 ext. 4432

I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval issued by the Office of Public Instruction prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:

TE Approval Expires	CDTP Certified
CARNEY, SUSAN M.	2019 Yes

II. REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

PROGRAM (Check box for YES)

1. ☒ Consists of at least sixty (60) hours of instruction, six (6) of which must be driving
2. ☒ Each student will receive instruction on at least 25 separate days
3. ☒ The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the minimum 25 days
4. ☒ All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date
5. ☒ Each student will possess a proper learner's license or traffic education permit to legally operate a vehicle on Montana roadways
6. ☒ All phases of the program will be scheduled so students receive concurrent or integrated classroom and driving instruction
7. ☒ The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction
8. ☒ Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program
9. ☒ The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106
10. ☒ A Parent Meeting is required to review the schedule, requirements, and parent role in Graduated Driver Licensing.
11. ☒ Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes and all instructors are CDTP-certified

VEHICLES (Check box for YES)

12. ☒ Do you own your traffic education vehicle(s)?
13. ☐ Does the District lease or borrow any traffic education vehicles and use the TE02 School/Dealer Vehicle Use Agreement or its equivalent to ensure compliance with the vehicle requirements for the traffic education program?
14. The vehicle will be
 - ☒ properly licensed
 - ☒ properly insured to provide adequate protection for all concerned
 - ☒ used exclusively for traffic education
15. ☒ Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors,

a fire extinguisher, and an accident report form

16. ☒ The vehicle will be properly identified with a minimum of two exterior signs.

ORGANIZATION

17. Indicate the start and completion dates for each program you conduct: (must be scheduled so each student receives instruction on at least 25 days.)

Semester	Start Date	Completion Date
First	08/14/2014	11/30/2014

18. Indicate when the following will be taught:

Classroom:	<input checked="" type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input checked="" type="checkbox"/> After school	<input type="checkbox"/> Summer
Behind-the-Wheel:	<input type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input checked="" type="checkbox"/> After school	<input type="checkbox"/> Summer
Other:	<input type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input type="checkbox"/> After school	<input type="checkbox"/> Summer

19. Indicate the number of hours of instruction each student will receive for the following (must be a minimum of 60 hours, of which a minimum of 6 hours must be behind-the-wheel):

Classroom: 42.00 Behind-the-Wheel (BTW): 6.00 Observation: 12.00 Simulation: 0.00 Other: 0.00 **TOTAL HOURS: 60.00**

20. **DAYS:** 25 Indicate the number of days of instruction each student will receive. **BTW can count as part of the 25 day minimum if scheduled on separate days.**

21. Indicate approximate 9th grade population: 38 22. How many students do you expect to enroll over application period?: 16

CERTIFICATION

I certify that the school district Traffic Education Program for young novice drivers will be established and maintained in accordance with current standards outlined by the Office of Public Instruction; rules 10.13.301-313, ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.

Lonnie Morin	04/08/2014	(406) 726-3216 Ext. 4
Signature, District Administrative Official	Date Confirmed	Daytime Phone

OPI USE ONLY

☒ Approved as noted.

☐ Not Approved as noted:

Fran Penner-Ray 04/17/2014

Signature, Director, Traffic Education Program Date Approved

Validation Approval Comments:

4/17/2014

SUSAN M. CARNEY's approval to teach traffic education expires October 1, 2014. This instructor must renew in order for your school to run a program approved by the Office of Public Instruction.

PRINTING FORMS: Enable pop-ups for OPI sites in Chrome, Firefox and Safari if INTERNET EXPLORER is not your browser

TE06 Year-End Report – Program Data

Year End Report

Fiscal Year: 2011 District: Arlee H S

TE Program
TE Program (cont.)
Vehicles
TE Teachers
Budget
Enrollment
Confirmati

Check all boxes for YES responses

A. Regarding Traffic Education, did you:

1. Offer traffic education:

☐ Before School
 ☐ During School
 ☐ After School
 ☒ Summer

2. Charge a fee for each student enrolled in traffic education:

☐ 1st semester \$ 0
☐ 2nd semester \$ 0
☒ Summer \$ 200

☐ 3. Plan to, for the upcoming school year and summer, If yes, indicate new fee \$ 0

☐ 4. Grant credit for successful completion of traffic education

Year End Report

Fiscal Year: 2011 District: Arlee H S

TE Program
TE Program (cont.)
Vehicles
TE Teachers
Budget
Enrollment
Confirmati

Check all boxes for YES responses

9. Offer bicycle safety instruction in your elementary and middle schools? ☒

10. Make your traffic education program available to adult beginning drivers? ☐

11. Make your traffic education program available to students with disabilities? ☒

12. Teach an instructional unit on sharing the road with motorcycles? ☒

13. Emphasize and require use of seat belts? ☒

14. Teach an instructional unit on the effects of alcohol/drugs and encourage students not to drink? ☒

15. Use OPI's current Traffic Education Curriculum Guide? ☒

16. Utilize computers as part of the traffic education program? ☒

17. Conduct follow-up research to determine the accident involvement and violation rate of students successfully completing the traffic education program? ☐

18. Involve parents in the traffic education program (Parent Night and/or Parent Ride Along)? ☒

19. Participate in the Cooperative Driver Testing Program (CDTP) and administer the state driver license tests to students? ☒

20. Use OPI web page or METNET to obtain traffic education information? ☒

B. Indicate the title of the primary textbook you used:

Montana State Curriculum Year: 2005

Save Year End Report
Cancel

TE06 Year-End Report - Due before July 10
to report program data and student count for reimbursement in August.

TE06 Year-End Report – Vehicle and Teacher Data

TE Program | TE Program (cont.) | **Vehicles** | TE Teachers | Budget | Enrollment | Confirmation

Check box for YES

C. How many vehicles are used annually in your traffic education program?

D. how does the district obtain traffic education vehicles? (Check all that apply)

1. ☐ free loan 4. ☒ district owned
 2. ☐ daily fee 5. ☐ instructor owned
 3. ☐ lease or rental 6. ☐ other (please specify)

E. ☐ Was/were your district traffic education vehicle(s) involved in a crash(es) during the reporting period?

1. Number of traffic crashes:
 2. Number of persons injured:
 3. Number of persons killed:
 4. Amount of property damage: \$

Save Year End Report | Back | Print Year End Report

TE06 Year End Report is usually completed by the traffic education instructor and the district clerk or business manager.

TE Program | TE Program (cont.) | Vehicles | **TE Teachers** | Budget | Enrollment | Confirmation

Check box for YES

F. Indicate the number of qualified instructors teaching traffic education on a:

1. full-time basis 2. part-time basis

G. Indicate which payment method(s) and rate(s)/amount(s) your district uses to determine traffic education instructor's salaries:

Payment Method(s)	School Year	Summer
1. Hourly	<input type="checkbox"/>	<input type="checkbox"/>
2. Weekly	<input type="checkbox"/>	<input type="checkbox"/>
3. Monthly	<input type="checkbox"/>	<input type="checkbox"/>
4. Per Pupil	<input type="checkbox"/>	<input type="checkbox"/>
5. Portion of scheduled salary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

What does your payment method equate to in hourly wages?

School Session	Summer Session
hourly maximum rate: \$ <input type="text" value="0.00"/>	hourly maximum rate: \$ <input type="text" value="35.00"/>
hourly minimum rate: \$ <input type="text" value="0.00"/>	hourly minimum rate: \$ <input type="text" value="25.00"/>

Save Year End Report | Back

TE06 Year-End Report – Budget and Enrollment Data

TE Program | TE Program (cont.) | Vehicles | TE Teachers | **Budget** | Enrollment | Confirmation

H. 18 students completing the district traffic education program during this reporting period.

I. List below all current fiscal year operational costs incurred including salaries for your traffic education programs. REGARDLESS OF THE FUNDING SOURCE.

Description of Traffic Education Program Expenditures	Amount
1. Gross Salaries	3812.58
2. Employer's contribution for employee's social security, retirement	291.66
3. Other employee benefits	429.80
4. If vehicle is school-owned, you may calculate the yearly cost based on the current federal per-mile rate or enter actual expenses.	0.00
5. If vehicle is leased, calculate costs based on actual expenses for lease, fuel, maintenance and installations.	300.00
6. Vehicle insurance premiums	600.00
7. Instructional equipment (computers, etc.)	0.00
8. Rental fees for video, equipment, etc.	0.00
9. Textbooks and supplies	1100.00
10. Instructor professional development, training, and/or conference attendance.	0.00
11.	0.00
12.	0.00
13.	0.00
14.	0.00
15.	0.00

Recalculate Costs

J. TOTAL COST INCURRED (add lines I(1) through I(15)): \$ 6534.04

K. AVERAGE COST PER PUPIL (Line J, Total Cost is divided by Line H, Number of Students): \$ 363

Save Year End Report | Back

Print Year End Report

TE Program | TE Program (cont.) | Vehicles | TE Teachers | Budget | **Enrollment** | Confirmation

Check box for YES

L. Indicate the number of eligible students, within the district boundaries, who desired to take traffic education and who were not able to do so because of:

1. Insufficient classes: 0

2. Scheduling conflicts: 0

3. Other: 0 List Reason:

4. How does your district prioritize enrollment of students when you are unable to take all students who wish to enroll?

a. First Come ☒

b. Oldest First Served ☒

c. Other ☐ Explain:

Save Year End Report | Back

Print Year End Report

The TE06 can be submitted anytime after the LAST traffic education course completes for the fiscal year ending June 30.

TE06 Year-End Report – Confirmation

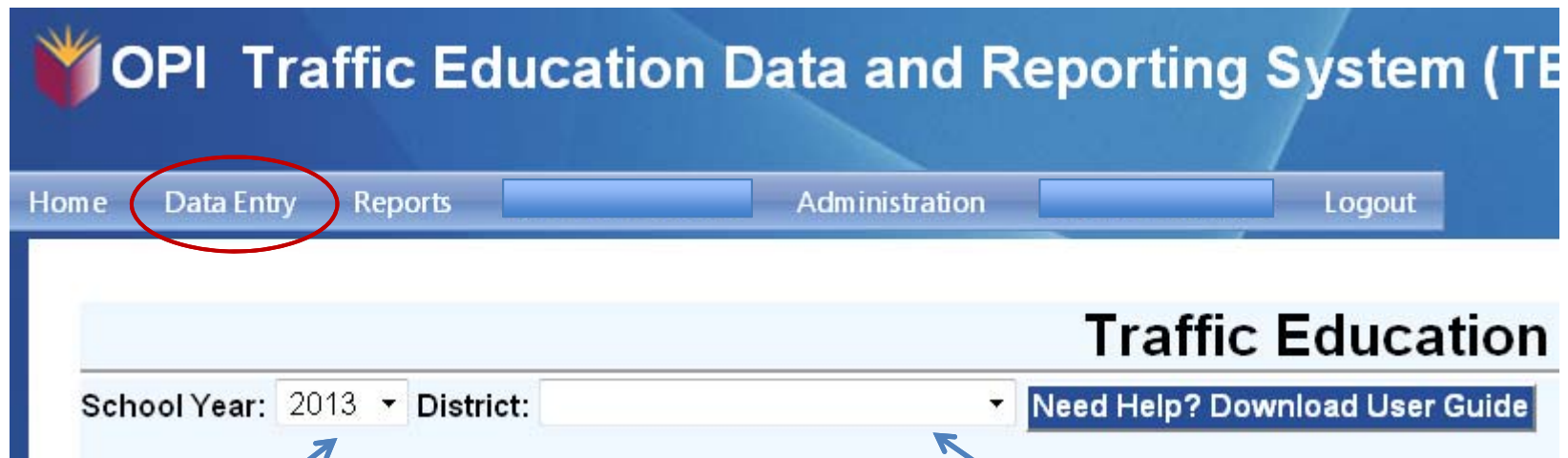
Year End Report					
Fiscal Year:	2011	District:	Arlee H S		
TE Program	TE Program (cont.)	Vehicles	TE Teachers	Budget	Enrollment
					Confirm
Preparer's Name: District Clerk/Authorized Representative					
E-mail: MyEmail@mt.gov		Phone #: (406) 555 - 5555		Date Confirmed: 4/7/2011	
Click on the following box after you have completed the Year End Report and confirmed that it is accurate. <u>After you have checked the box, you will not be able to change anything on the Year End Report.</u> If you need to make a change to the Year End Report after you have checked the box, you will need to contact OPI at (406) 555-5555.					
<input checked="" type="checkbox"/> I confirm that this Year End Report is complete and accurate					
Save Year End Report		Cancel			
Print Year End Report					

The TE06 must be confirmed to submit to the OPI for TE reimbursement.
Review for data completion before checking the box to confirm.
DUE BEFORE JULY 10.

TE03 Certification & TE04 Student List

GETTING STARTED

Click Data Entry and select Student List



OPI Traffic Education Data and Reporting System (TE)

Home Data Entry Reports Administration Logout

Traffic Education

School Year: 2013 District: Need Help? Download User Guide

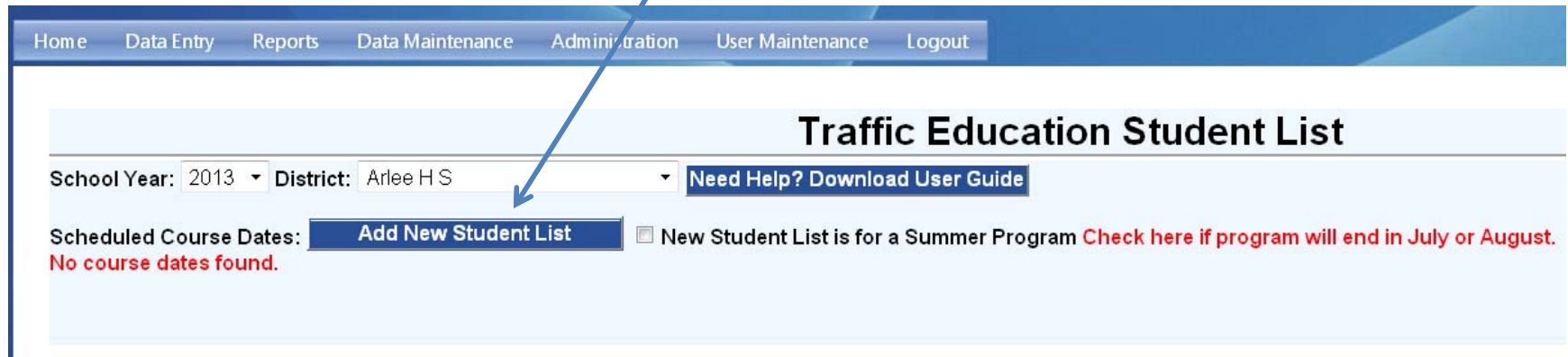
Defaults to current school year. If summer class starts after July 1, choose the next school year.

Find your school in the district dropdown box and select.

TE03 Certification & TE04 Student List

Add New Student List

Click on the **Add New Student List** button to start



The screenshot shows the 'Traffic Education Student List' web application. At the top is a navigation bar with links: Home, Data Entry, Reports, Data Maintenance, Administration, User Maintenance, and Logout. Below the navigation bar, the title 'Traffic Education Student List' is centered. Under the title, there are two dropdown menus: 'School Year:' set to '2013' and 'District:' set to 'Arlee H S'. To the right of these is a button labeled 'Need Help? Download User Guide'. Below the dropdowns, there is a section for 'Scheduled Course Dates:' which shows 'No course dates found.' and a prominent blue button labeled 'Add New Student List'. To the right of this button is a checkbox labeled 'New Student List is for a Summer Program' followed by the text 'Check here if program will end in July or August.' in red. A blue arrow points from the text above to the 'Add New Student List' button.

- If the Student List is for a Summer course ending in July or August, check the box “New Student List is for a Summer Program”
- If you are unable to add a new Student List, your TE program may not be approved for this school year.
Go to <http://opi.mt.gov/Programs/DriverEd> and click on **School Program Schedule** to check your TE program status.

TE03 Certification & TE04 Student List

Enter Start and Completion Dates

The screenshot shows a web application interface for Traffic Education. At the top is a navigation bar with links: Home, Data Entry, Reports, Data Maintenance, Administration, User Maintenance, and Logout. Below this is a header section titled 'Traffic Education'. The main form area contains the following elements:

- School Year:** A dropdown menu set to '2013'.
- District:** A dropdown menu set to 'Arlee H S'.
- Need Help? Download User Guide**: A blue button.
- Scheduled Course Dates:** A label followed by a blue button labeled 'Add New Student List'.
- ☒ **New Student List is for a Summer Program**: A checkbox that is checked.
- No course dates found.**: A red text message.
- Course Start Date:** A text input field containing '07/02/2012'.
- Scheduled Course Completion Date:** A text input field containing '08/25/2012'.
- Save** and **Back**: Two blue buttons at the bottom left of the form.

Two blue arrows point from the text below to the 'Course Start Date' and 'Scheduled Course Completion Date' input fields.

Enter the **course start date** and the **scheduled course completion date**.
Click **SAVE** then **BACK**.

TE03 Certification & TE04 Student List

Select Student List

Ready to enter data!

[Home](#) [Data Entry](#) [Reports](#) [Data Maintenance](#) [Administration](#) [User Maintenance](#) [Logout](#)

Traffic Education Student List

School Year: 2013 District: Arlee H S [Need Help? Download User Guide](#)

Scheduled Course Dates: [Add New Student List](#) ☒ New Student List is for a Summer Program [Check here if program will end in July or August.](#)

Start Date	Completed Date	Instructor	School	Certified Notice of Participation	Certified TEP/TELL Permits Issued	Certified Notice of Completion	Certified Reimbursement Request	
07/02/2012	08/25/2012			No	No	No	No	Select

This is your school's Student List "home" screen.

Click **SELECT** to open the Student List.

TE03 Certification & TE04 Student List

Step 1: Input Student List

School Name, Start Date, Instructor(s) Name

Select school and verify **Date Course Started** is correct. Check box. Click **SAVE**.

Student List Status: 1. Input Student List 2. Issue TE Learner Permits 3. Input Completion Dates 4. Confirm Final Stu

School: Arlee High School

Date Course Started: 07/02/2012 ☒ Date Course Started is Correct Scheduled Course Completion Date: 08/25/2012 **Save**

Instructor: **Add Instructor** Find instructor in dropdown box and click **Add Instructor** button.

Instructors:

Instructor Name	Delete
CARNEY, SUSAN M	Delete

Name appears here.


Select teacher(s) and click the **ADD INSTRUCTOR** button.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Select Students using AIM List

Now you are ready to import or enter the students enrolled in the class.



The screenshot shows a web interface for student management. At the top, there are two date fields: 'Date Student List Initially Submitted:' and 'Date Student List Last Changed:'. Below these are two buttons: 'Import AIM Students' (circled in red) and 'Add New Student'. To the right of these buttons is a text input field labeled 'Filter by Last Name:' and a button labeled 'Apply Student Filter'. Below the buttons, there is a section labeled 'Students:' with the text 'No students found' in red. To the right of this, there is a blue link that says 'Birthdate No Later Than: 2/25/1998'.

- To **Import AIM Students**, click on the button to select students enrolled in the district. All students of eligible age in your district will be listed. Click **SELECT** to add the student. The Student List will alphabetize automatically.
- To search, type the first 1 - 3 letters of a student's last name in the **Filter by Last Name** field and click **Apply Filter**.
- You can sort the AIM list by **Last Name** rather than grade.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Add Students Manually

Students not on the AIM list can be entered manually.
Click the **Add New Student** button to open the entry screen shown below.

Import AIM Students **Add New Student** Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

<u>Last Name</u>	<u>First Name</u>	Middle Name	Birthdate	Date Course Started		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/02/2012	Update	Cancel Delete

- Refer to the *Birthdate-No-Later-Than* date for the student's age eligibility.
- Students must be age 14.5 before the scheduled completion date and to take the CDTP knowledge exam to receive their TELL permit.
- Middle Names are optional unless your Driver Examiner requires them.
- Click **UPDATE** to accept the entry.

TE03 Certification & TE04 Student List

Step 1: Input Student List

Check *Notice of Participation* for TE03 Certification

Import AIM Students		Add New Student		Filter by Last Name:		
Students:		Birthdate No Later Than: 2/25/1998				
Last Name	First Name	Middle Name	Birthdate	Date Course Started		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	Edit	Delete

Names and birth dates can be edited for accuracy.

☒ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): Susan (Last Name): Carney Title: Instructor

Certified:

When the list is done, enter your name, title, and phone number, and check the **Notice of Participation** box.
Click **SAVE** at the bottom of the screen. *You are done with Step 1!*

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner Licenses

Enter TEP and/or TELL Dates

Only those districts with CDTF certification can administer the TELL test and issue permits.*

Date Student List Initially Submitted: Date Student List Last Changed:

[Import AIM Students](#) [Add New Student](#) Filter by Last Name: [Apply Student Filter](#) [Clear](#)

Students: **TEP Issue Date:** **TELL Issue Date:** [Assign Date\(s\) to ALL Students](#) [Birthdate No L](#)

Knowledge option will be checked if this is a CDTF Program.

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012			No	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012			No	Edit	Delete

Enter the date(s) the TEP and/or the TELL were issued.

Click **Assign Date(s) to ALL Students.**

* CDTF: Cooperative Driver Testing Program

TE04 Student List (after TEP or TELL)

NEW STUDENT LIST SUBMITTED WITH NOTICE OF PARTICIPATION

Page 1 District Name: Arlee H S Name of Person Completing Form: Daytime Phone: Title: Instructor	<u>MONTANA OFFICE OF PUBLIC INSTRUCTION</u> TE04 STUDENT LIST For Traffic Education Programs July 1, 2012 to June 30, 2013	<u>ATTENTION:</u> Submit TE04 STUDENT LIST with the TE03 CERTIFICATION to Driver's License Examiner and OPI
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Teacher(s):

CARNEY, SUSAN M.

SECTION A			GDL			SECTION B	SECTION C				
Name of Students Participating		Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completing Course				
							Successful			Waive Test	
							Yes	No	> 50 %	Knowledge	Driving
1	Adams, Alexandra Marie	05/27/1997	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	BigSam, Patrick Allen	12/03/1997	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Burnett, Melody Lynn	02/04/1998	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Completion Date and Successful columns are blank.
Waive Knowledge Test column is completed.

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner Permits

Certify Permits Issued and Print Student List for
Driver Examiner or County Treasurer

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete

☒ NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is established with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): Susan (Last Name): Carney Title: Instructor Daytime Phone:
Certified: 8/16/2012

☒ TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above. If the program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Entered By (First Name): Susan (Last Name): Carney Title: Instructor Daytime Phone:
Date Certified:

Verify that information is correct. Edit individual students as needed.
Check TEP/TELL box and click **SAVE**. *You are done with Step 2!*

TE03 Certification & TE04 Student List

Step 2: Issue TE Learner License

Districts with CDTF* certification can administer the TELL test and issue permits. They can also print the CDTF Road Test Forms (added 2014).

Click the **Print TELL Permits** under the Certification sections

* CDTF: Cooperative Driver Testing Program

State of Montana
Motor Vehicle Division
Safety • Efficiency • Responsibility

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Jeannette Pickering Rankin

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 05/11/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013

Examiner / Station / Instructor: _____ School: Arlee High School Date: _____

State of Montana
Motor Vehicle Division
Safety • Efficiency • Responsibility

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Kenneth Ross Toole

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 08/08/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013

Examiner / Station / Instructor: _____ School: Arlee High School Date: _____

Save Back

Print Student List

Print Certificates of Completion


Print TELL Permits

Print CDTF Road Test Forms

Reassign Student List to Year:


2014

Traffic Education Learner License

	State of Montana Traffic Education Learner's License (TELL) Permit
Date: <u>09/03/2014</u> Name: _____	
Address: _____	
City: _____	State: _____ Zip: _____
Restrictions: _____ License: Class D	
DOB: <u>07/21/1999</u>	Sex: _____ Weight: _____ Ht: _____ Eyes: _____
Applicant's Signature: _____	
<p>Traffic Education Learner's License: Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. <u>Six months and 50 hours of supervised driving practice are required with 10 hours at night and no alcohol, drug or traffic violations.</u> After <u>02/15/2015</u>, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test at www.doj.mt.gov/driving or call 1-866-450-8034. The TELL is valid for one year from the date the knowledge test was passed.</p>	
Expiration Date: <u>09/03/2015</u>	
Examiner / Instructor: _____	Station / School: <u>My High School</u> Date: _____

The TELL is effective for one year. The date shown here is six months from the TEP date. MVD Driver Examiners can login to TEDRS and view/print all districts' Student Lists.

CDTP Road Test Forms

 CDTP Road Test Results					
<small>P.O. Box 201430 Helena, MT 59620-1430 * Phone (406) 444-3933 * doj.mt.gov/driving</small>					
Applicant Legal Name (please print):					
Last: Toole	First: Kenneth Middle or Maiden:				
Driver License Number:	Date of Birth: 08/08/1920				
Applicant Signature:	Date:				
Examiner/Instructor Signature:	Examiner/Instructor Printed Name:				
GENERAL DRIVING BEHAVIOR					
<input type="checkbox"/> Used brakes properly (smooth braking, no riding or pumping) <input type="checkbox"/> Proper steering (no over/under, one finger) <input type="checkbox"/> Understood controls <input type="checkbox"/> General car control, good <input type="checkbox"/> Attitude, good	<input type="checkbox"/> Accident <input type="checkbox"/> Committed dangerous act <input type="checkbox"/> Vehicle over sidewalk or lanes <input type="checkbox"/> Vehicle over stop lines when pedestrian present <input type="checkbox"/> Failed to obey all traffic signs, signals, and laws				
DRIVING TEST					
<u>RIGHT</u> Signal Speed Lane Wheel Straight	1 2 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<u>TRAFFIC DRIVING</u> Starting (from curb - signal) Stop Sign or Light Stop Line Judgment of Distance Judgment of Intersection Head Check Correct Lane Attention (signs - signals) Stalls Motor Use of Clutch Right of Way, Ped. Veh. Attention to Driving Shifting Ability Use of Horn	1 2 3 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<u>SKILL TEST</u> Parallel Parking: Backing: Driving Test Score Examiner Successful 8 Unsuccessful 9 Restrictions:	<u>COMMENTS</u>
Describe Physical Condition:					

Save	Back
Print Student List	Print Certificates of Completion
Print TELL Permits	Print CDTP Road Test Forms
Reassign Student List to Year:	2014

TE03 Certification & TE04 Student List

Step 3: Input Completion Dates

If the **Course Completion Date** has changed, enter final date and verify by clicking box and then **SAVE**.

Student List Status: 1. Input Student List 2. Issue TE Learner Permits 3. Input Completion Dates 4. Confirm Final Student List

School: Arlee High School

Date Course Started: 01/15/2015 Actual Course Completion Date: 06/30/2015

☐ Actual Course Completion Date is Correct **Save**

COMPLETION DATE Click to assign date and YES for ALL students. Edit and Update for exceptions.

WAIVE DRIVING TEST Click to assign YES for ALL students. Edit and Update for exceptions.

- Then, click the **Completion Date** button to automatically enter the date into the form's **Date of Completion** column.
- If you give the CDT Road Test, click the **Waive Driving Test** button.
- Edit any students you will not waive on the form.
- Remember, the Driver Examiner will retest about 10% of the students on this form as a way to monitor the CDT. So, a student you waive may be required to retake the driving test.

TE03/04 Certification & Student List

Ready for Driver Examiner or County Treasurer

Page 2
District Name: Arlee H S
Name of Person Completing Form:
Daytime Phone:
Title:

MONTANA OFFICE OF PUBLIC INSTRUCTION
TE03 CERTIFICATION
For Traffic Education Programs
July 1, 2012 to June 30, 2013

ATTENTION:
Submit TE03 CERTIFICATION with the TE04 STUDENT LIST to Driver's License Examiner and OPI

TE03 CERTIFICATION
☐ Non-CDTP Program ☒ COTP Program Notice of TELL (Traffic Education Learner License)

A. NOTICE OF PARTICIPATION
When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students listed in **Section A, TE04 Student List**, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Susan Carney Instructor (406) 444-4432 08/15/2012

Signature, District Administrative Official

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on TE04 Student List.

Susan Carney Instructor (406) 444-4432 08/15/2012

Signature, District Administrative Official

B. NOTICE OF COMPLETION
When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students with completion dates indicated in **Section B**, and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Signature, District Administrative Official

C. REIMBURSEMENT REQUEST
When class is completed, submit TE03 and TE04 to the OPI Traffic Education Office.

I certify that the students checked successful or unsuccessful in **Section C, TE04 Student List** education program that is established and maintained in accordance with the current standards are eligible for state reimbursement. I also certify that any student not completing at least ineligible for state reimbursement.

Signature, District Administrative Official

Questions? call OPI Traffic Education

Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202501, Helena, MT 59620-2501 www.opi.mt.gov

Page 1
District Name: Arlee H S
Name of Person Completing Form:
Daytime Phone:
Title: Instructor

MONTANA OFFICE OF PUBLIC INSTRUCTION
TE04 STUDENT LIST
For Traffic Education Programs
July 1, 2012 to June 30, 2013

ATTENTION:
Submit TE04 STUDENT LIST with the TE03 CERTIFICATION to Driver's License Examiner and OPI

Teacher(s):
CARNEY, SUSAN M.

		SECTION A				GDL		SECTION B		SECTION C			
		Name of Students Participating	Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completing Course					
								Yes	No	> 90%	Waiver Test		
1	Rankin, Jeannette Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Toole, Kenneth Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Total Students Eligible for Reimbursement: 0

Office of Public Instruction, Denise Juneau, Superintendent, PO Box 202501, Helena, MT 59620-2501 www.opi.mt.gov

To create a pdf copy of your TE03 and TE04, click the **PRINT STUDENT LIST** button at the bottom of the screen.

If you are not using Internet Explorer, you need to enable pop-ups in your browser.

Save Back

Print Student List

Print Certificates of Completion

Print TELL Permits

Print COTP Road Test Forms

Reassign Student List to Year:

2014

TE03 Certification & TE04 Student List

Step 3: Edit Individual Students

Finalize Student List showing Student Progress

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge	Date Course Completed	Successful Completion	More Than 50%	Waive Test Driving	
07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit
<input type="text" value="07/02/2012"/>	<input type="text" value="07/02/2012"/>	<input type="text" value="08/01/2012"/>	<input checked="" type="checkbox"/>	<input type="text" value="08/25/2012"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update

If a student fails the Knowledge Test, uncheck this box.

If a student has a different completion date, change it here.

If a student did not successfully complete the course, click No.

If a student passes the Driving Test, check this box.

When done editing, click **UPDATE**.

If a student dropped the course before they could complete 50% of the classroom instruction and 50% of the drives, uncheck the More Than 50% box.

TE03 Certification & TE04 Student List

Step 4: Confirm Final Student List

Check the last two certifications to finalize the list

District Authorized Representative (AR) needed for this approval.

☒ NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing minimum age.

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406
Date Certified: 8/17/2012

District Authorized Representative (AR) needed for this approval.

☒ REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I am completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: 2

Entered By (First Name): Charles M (Last Name): Russell Title: Principal Daytime Phone: (406
Date Certified: 8/17/2012

- When all the student data is updated and final, check the **Notice of Completion** and **Reimbursement Request**, electronically sign the certification and click **SAVE**.
You're done with Step 4!
- You can now print the form for the Driver Examiner or County Treasurer.
AND
- You can print Certificates of Completion for the students.

TE03 Certification & TE04 Student List Done!

All certifications are checked and the form is saved. Print for the driver examiner or county treasurer. Always submit TE03 and TE04 together.

Do not mail Student Lists to OPI. When all certifications are checked, it has been submitted via TEDRS.

Next page shows the printed form.

Traffic Education Student List			
School Year:	2013	District:	Stevensville H S
Need Help? Read User's Guide			
<input type="checkbox"/> New Student List is for a Summer Program Check here if program will end in July or August.			
Student List Status: 1. Input Student List 2. Issue TE Learner Permits 3. Input Completion Dates 4. Confirm Final Student List			
School:	Stevensville High School		
Date Course Started:	09/25/2012	Actual Course Completion Date:	12/07/2012
Save			
1 2			
<input checked="" type="checkbox"/> NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.			
Entered By (First Name): John (Last Name): Munk Title: Teacher Daytime Phone: (406) 777 - 5539			
Date Certified: 1/11/2013			
<input checked="" type="checkbox"/> TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above. If this is a Cooperative Driver Testing Program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.			
Entered By (First Name): John (Last Name): Munk Title: Teacher Daytime Phone: (406) 777 - 5539			
Date Certified: 1/14/2013			
District Authorized Representative (AR) needed for this approval.			
<input checked="" type="checkbox"/> NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.			
Entered By (First Name): Brian (Last Name): Gum Title: Principal Daytime Phone: (406) 777 - 5481			
Date Certified: 1/14/2013			
District Authorized Representative (AR) needed for this approval.			
<input checked="" type="checkbox"/> REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.			
Total Student Count: 21			
Entered By (First Name): Brian (Last Name): Gum Title: Principal Daytime Phone: (406) 777 - 5481			
Date Certified: 1/14/2013			
Save Back			
Print Student List Print Certificates of Completion Print TELL Permits Reassign Student List to Year: 2013			
Save Back			
Print Student List Print Certificates of Completion Print TELL Permits Print CDTP Road Test Forms			
Reassign Student List to Year: 2014			

TE03 Certification

**CDTP Program
Notice of TELL**

**Notice of
Participation**

**TEP and/or
TELL permits
issued**

**Notice of
Completion**

**The OPI accepts
electronic
signatures on
the TE03**

<p>Page 2</p> <p>District Name: Great Falls H S</p> <p>Name of Person Completing Form: Lorrie Mayer</p> <p>Daytime Phone: (406) 268-6015</p> <p>Title: Administrative Assistant</p>	<p><u>MONTANA OFFICE OF PUBLIC INSTRUCTION</u></p> <p>TE03 CERTIFICATION For Traffic Education Programs</p> <p>July 1, 2011 to June 30, 2012</p>	<p><u>ATTENTION:</u></p> <p>Submit TE03 CERTIFICATION with the TE04 STUDENT LIST to Driver's License Examiner and OPI</p>
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TE03 CERTIFICATION

☐ Non-CDTP Program
 ☒ CDTP Program Notice of TELL (Traffic Education Learner License)

A. NOTICE OF PARTICIPATION

When class begins or TEP is issued, sign below and send copy of Forms TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students listed in Section A, TE04 Student List, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Lorrie Mayer Administrative Assistant (406) 268-6015 03/22/2012

Signature, District Administrative Official

If this is a Cooperative Driver Testing program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice and that TELL permits have been issued to the students indicated on TE04 Student List.

Lorrie Mayer Administrative Assistant (406) 268-6015 04/10/2012

Signature, District Administrative Official

B. NOTICE OF COMPLETION

When class is completed, sign below and send copy of TE03 and TE04 to local Driver's License Examiner or County Treasurer.

I certify that the students with completion dates indicated in Section B, and marked "Yes" in Section C, TE04 Student List, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Lorrie Mayer Administrative Assistant (406) 268-6015 04/10/2012

TE03 Certification & TE04 Student List

Print Certificates of Completion

Save Back

Print Student List **Print Certificates of Completion** Print TELL Permits Print CDTP Road Test Forms

Reassign Student List to Year: 2014



Montana Traffic Education *Certificate of Completion*

Kenneth Ross Toole, 08/08/1920, successfully completed the Sweet Grass Co High Schl Traffic Education Program which was conducted from 07/08/2013 through 08/06/2013.

An approved Montana Traffic Education program consists of:

- a minimum of **25** instructional student-contact **days** for each student,
- at least **60 hours** of structured **Traffic Education** learning experiences,
- including **6 hours** of in-traffic **Behind-The-Wheel (BTW)** training,
- all provided by a Montana Office of Public Instruction-approved Traffic Education instructor.

Traffic Education Teacher Signature

Sweet Grass Co High Schl
Big Timber, MT

08/06/2013

Date

GDL First-Year Restricted License

Seatbelts required –
for everyone – all the time

Passengers –
First 6 months – only one
Second 6 months – up to 3

Best Practices:

No passengers

Night restrictions

11:00 PM – 5:00 AM

Best Practices:

The real risk is darkness

**Parents are the Key to
Teen Driver Safety**

Graduated Driver License

Step 1 – Instruction Permit/Learner License

Requires 6 months and 50 hours of supervised driving practice with parent/guardian - 10 hours must be at night
Seatbelts required

Step 2 – GDL Restricted License

Limits teen passengers and night time driving
Seatbelts required

Step 3 – Full Privilege Driver License

After one year of GDL restrictions or age 18

What is the Parent Role in Teen Driving?

1. Enroll your teen in Montana Driver Education
2. Know Montana's GDL laws
3. Supervise teen driving
4. Set family driving rules and limits
5. Impose consequences for violations



Montana Office of Public Instruction
Denise Juneau, Superintendent



Highest lifetime crash risk is in the first year of independent driving.

Lowest risk is when driving with your parent or guardian.



Graduated Driver Licensing Parent/Legal Guardian Certification

P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-3933 • Fax (406) 444-1631 • doj.mt.gov/driving

Instructions: Parent/Legal Guardian - complete this form and submit it to the Driver Examination Station **after** the applicant, who is under 18 years of age, has completed the minimum six-month period for holding an instruction permit, traffic education learner license, or traffic education permit.

**Full Legal Name of
Minor Applicant:** _____

Date of Birth: _____

I certify, under penalty of law, that as the parent or legal guardian of the above-named minor applicant, the applicant:

- has completed 50 hours of supervised driving experience, 10 of which were at night;
- has not been convicted of a traffic violation or convicted or adjudicated for any offenses involving alcohol or drugs during the six-month period immediately preceding this application; and
- has no pending traffic alcohol or drug citations.

Parent or Legal Guardian Signature

Parent/L. Guardian Driver License No.

Printed Name of Parent or Legal Guardian

Date

21-1600 (8/12)

Getting your first MT driver's license

Verifying your identity is required to prevent fraud.



You may need to make an appointment. Check this website to see if the driver exam station requires appointments:

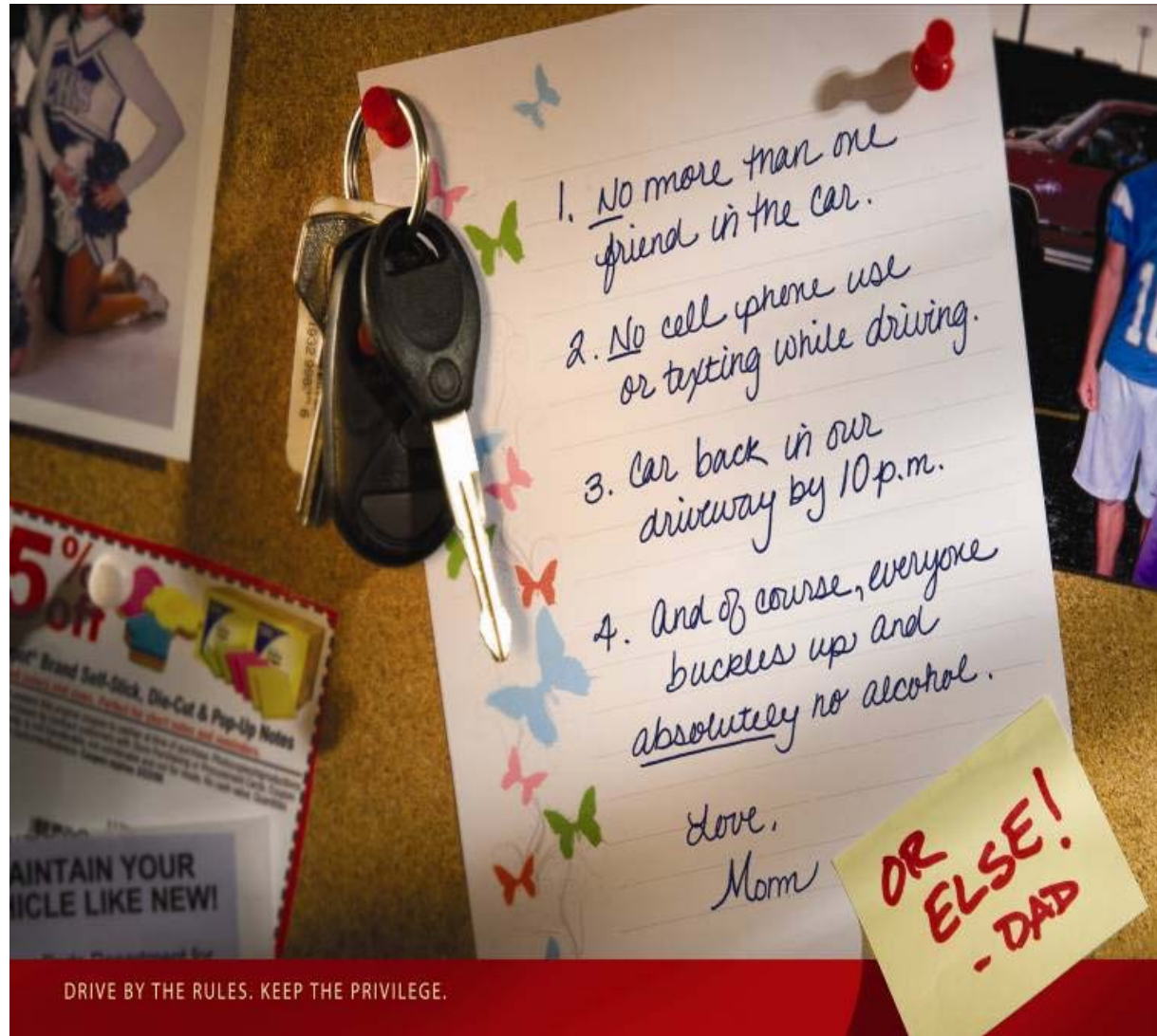
<https://doj.mt.gov/driving/appointment-scheduling>

Bring:

- ☐ CERTIFIED BIRTH CERTIFICATE (not a copy)
- ☐ SOCIAL SECURITY CARD* (not a copy)
- ☐ Cancelled mail showing your name and mailing address (can't be a post office box)
- ☐ Parent/legal guardian to sign consent
- ☐ Driving practice GDL log

* Name and birth date registered with the Social Security Administration must match name and date on driver's license application.

GDL First-Year Restricted License



TE03 Certification & TE04 Student List



**Thank you for submitting your Student List and
Certifications via the OPI's
TRAFFIC EDUCATION DATA AND REPORTING
SYSTEM (TEDRS)!**

Questions – call OPI-Traffic Education (406) 444-4432